

Chapter 1

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Introduction to the IFMS User's Guide

Overview Chapter

About this Chapter . . .

This chapter introduces you to the purpose of the *IFMS User's Guide*. It describes the intended audience, the purpose of the documentation, and a brief summary of the contents.

This documentation is current as of the 5.1E7 subrelease.

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Overview

The EPA *IFMS User's Guide* is intended to introduce both management and data entry personnel to IFMS and to introduce IFMS into the office environment. The guide provides procedural and mechanical information about the documents, tables, and reports in IFMS. In addition, the guide provides general information about each subsystem within IFMS and the system updates that occur through each subsystem.

The guide provides procedural and mechanical information about the data entry screens, tables, and reports within IFMS. Although the Introduction to the *IFMS User's Guide* is not a subsystem, it is a single volume. This volume provides an overview of the EPA financial structure and a basic understanding of IFMS. This volume will include a description of IFMS and its subsystems, a list of tables and transactions, instructions for logging in and out of IFMS, and instructions on how to navigate through the system.

The IFMS documentation covers the following subsystems:

- □ Automated Disbursements
- □ Accounts Payable
- □ Accounts Receivable
- □ Budget Execution
- □ Budget Preparation
- □ Fixed Assets
- □ General Ledger
- □ General System
- □ Project Cost Accounting (PCAS)
- □ Purchasing
- □ Travel

Each subsystem's documentation contain seven different chapters, unless the chapter is not applicable in a particular subsystem. Exhibit 1 lists each of these chapters and what they contain.

Chapter Contents

Chapter 1	Overview	An introduction to the subsystem including common processing chains, the transactions and tables within the subsystem, and general information about processing within the subsystem.
Chapter 2	Transaction Processing	A detailed description of each transaction code within the subsystem along with the EPA form required for data entry.
Chapter 3	Subsystem Tables	A detailed description of each table within the subsystem along with the table's purpose and a description of each table field.
Chapter 4	System Updates	A description of the relationships between the transactions and the tables within the subsystem and the impact of the specific subsystem on other subsystems within IFMS.
Chapter 5	Tutorial	A tutorial for the user who is new to the subsystem. This chapter includes information for entering an EPA form into IFMS along with edits and updates invoked for each transaction.
Chapter 6	Reports	A description of each report contained in the subsystem along with retrieval procedures and a screen print of the report.
Chapter 7	Appendix	A glossary of terms and a list of acronyms that are applicable to the entire system.

Exhibit 1

When a chapter is not included in a subsystem, a page is inserted into the volume indicating the chapter is not applicable.